

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Utility Lead

BAND	GRADE	
NE	620	
DEPARTMENT: Varies	ACCOUNTABLE TO: Field or Utility Supervisor	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are primarily responsible for performing lead functions for a work crew on an on-going basis. Duties include: providing direction on how to perform tasks; obtaining materials, parts and/or equipment needed to perform work; assigning and/or performing work projects; establishing deadlines; making as-builts for projects; writing work orders; picking up supplies; and, training employees.		
DISTINGUISHING CHARACTERISTICS: This is the third level of a five level utility series. The Utility Lead is distinguished from the Utility Worker II in that the Utility Worker II does not have lead responsibilities. It is further distinguished from the Field and Utility Supervisor in that the Supervisor has full supervisory responsibilities to include conducting and signing employee performance evaluations.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs lead-worker activities with personnel which includes: overseeing projects; training employees on proper methods and procedures; scheduling, assigning and/or performing and monitoring work; coordinating work with other departments or contractors; conducting safety meetings; and, inspecting projects in area of assignment.	Daily	
2.	Coordinates and performs installations and repairs on water and irrigation equipment by locating water lines; collecting monthly water samples; maintaining pump operations and gas engines; installing fire hydrants and fire lines; flushing systems; repairing fire hydrants; repairing, installing and/or replacing valves; investigating water leaks; repairing water mains; and installing service from water main to meter.	Varies	

New 07/07

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3.	Coordinates and participates in operating and performing maintenance on various light to heavy equipment involved in the maintenance and upkeep of grounds and streets, such as street sweepers, sand trucks, path trucks, lawn mowers, service trucks, backhoes, cranes, graders, front-end loaders, dump trucks, vactors, jet rodders, water/wastewater tapping machines.	Varies	
4.	Coordinates and performs standard construction activities to include: marking as-builts for projects; and performing plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing activities.	Varies	
5.	Conducts daily inspections of various water and electrical equipment and station locations by checking and recording levels and making proper adjustments.	Daily	
6.	Coordinates and performs installations and repairs on wastewater systems by installing sewer taps, repairing main lines, rehabilitating manholes and ensuring are following proper shoring and confined space regulations and practices.	Varies	
7.	Coordinates and performs maintenance activities on collection equipment by performing repairs, lubricating equipment, televising collection lines, calibrating equipment cleaning gravity lines and operating vactors.	Varies	

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8.	Coordinates and participates in wastewater plant duties to include: operating and maintaining equipment; collecting samples; monitoring treatment processes and making appropriate adjustments; and, maintaining plant records.	Varies	
9.	Collects and verifies information from the public, contractors, engineers, developers and vendors; receives complaints from public; and notifies required parties of work activities.	Varies	
10.	Completes work orders, orders supplies and other materials; picks-up supplies and materials.	Varies	
11.	Completes and maintains required records and reports which includes updating project files; coding and tracking expenditures; and, informing supervisor of daily departmental activities.	Daily	
12.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in construction, water or wastewater maintenance;
- Diagnostic computers;
- Water systems;
- Sewer systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- City codes and ordinances, traffic laws, blue stake laws and water/systems regulations;
- Sampling and collection procedures.

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Skills (position requirements at entry):

Skill in:

- Training, scheduling and assigning work;
- Coordinating and organizing projects;
- Maintaining and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Installing and repairing water and sewer systems;
- Using and storing chemicals;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and five years of experience performing work at the skilled or journey level in street, vehicle maintenance, water, wastewater, or parks and maintenance; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions will require the following certifications depending on assignment as follows:

Water Division – Distribution System

- Water Distribution III Certification.

Water Division – Productions Facility

- Water Distribution or Treatment III Certification.

Water Division – Treatment Plant

- Water Treatment IV Certification.

Wastewater Division - Collections

- Wastewater Collection III Certification.

Wastewater Division - Treatment

- Wastewater Treatment IV Certification.

Positions may also require one or more of the following licenses depending on area of assignment:

- Confined Space/Training and Shoring Certification;
- Closed Circuit Television Certification;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

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Classification History:

Draft prepared by Human Resources/Risk Management (jls)

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